

## **EDITED TASK LISTING**

### **CLASS: PROGRAM ADMINISTRATOR, CORRECTIONAL SCHOOL (SUP)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
1.	Supervises existing programs for the classification, treatment, discipline, assignment, custody, safety, and recreation of youthful offenders in order to maintain safety and security of the facilities, to prepare youthful offenders for their successful return to the community, etc. utilizing laws, rules, regulations, Departmental policies and procedures, evidenced based programs, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
2.	Implements new programs for the classification, treatment, discipline, assignment, custody, safety, and recreation of youthful offenders in order to maintain safety and security of the facilities, to prepare youthful offenders for their successful return to the community, etc. utilizing laws, rules, regulations, Departmental policies and procedures, evidenced based programs, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
3.	Participates on the Facility's Management Team in order to establish and maintain communication and operational efficiency among inter-disciplinary areas, maintain safety and security, etc. utilizing professional knowledge, effective communication and interpersonal skills, etc. as needed.
4.	Establish and recommend operational policy and procedures of the facility in order to provide treatment, training, custody, and discipline for the welfare of youthful offenders utilizing current principles, techniques and the trends in the development of a treatment program, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
5.	Act as a chairperson on the classification committee in order to classify and properly place youthful offenders in a program and for the periodic evaluation of the youthful offenders' progress, conduct annual reviews, etc. utilizing effective communication skills, laws, rules, regulations, Departmental policies and procedures, knowledge of treatment programs and their criteria, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
6.	Interviews and counsels youthful offenders on their various issues (e.g., inquiries, grievances, etc.) in order to respond to grievances, investigate complaints, to ensure that each youthful offender's constitutional rights and privileges are maintained/protected, etc. utilizing effective communication and interpersonal skills, laws, rules, regulations, Departmental policies and procedures, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
7.	Monitor treatment programs (e.g., casework systems, operational systems, Disciplinary Decision Making System [DDMS], etc.) in order to maintain integrity of the programs, ensures the protection of due process for youthful offenders, etc. utilizing random reviews of case reports, databases, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.

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<b>Task #</b>	<b>Task</b>
<b>8.</b>	Review decisions made by others (e.g., investigator, fact finder, and disposition committee, etc.) in order to ensure the protection of due process for youthful offenders through the Ward Rights Program and Disciplinary Decision Making System (DDMS), etc. utilizing laws, rules, regulations, Departmental policies and procedures, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
<b>9.</b>	Makes decisions or recommendations on difficult treatment and custodial problems regarding youthful offenders in order to ensure proper placement and treatment of youthful offenders, resolve the problems in the most efficient and effective manner, etc. utilizing effective communication and interpersonal skills, professional knowledge, experience and judgment, creativity, laws, rules, regulations, Departmental policies and procedures, consultation with multi-disciplinary staff, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
<b>10.</b>	Analyze and audit post assignment schedules in order to maintain an effective budget, ensure safety and security, staff coverage and workload, make staffing recommendations, etc. utilizing professional knowledge, experience, and judgment, supervisory teams, effective communication and interpersonal skills, Departmental policies and procedures, Memorandum of Understanding (MOU), etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
<b>11.</b>	Supervise subordinate staff (e.g., Treatment Team Supervisors, Office Technicians, Office Services Supervisor II, Associate Governmental Program Analyst, etc.) in order to maintain effective and efficient programs and services, etc. utilizing reports, appropriate award systems, assessments of training needs, performance evaluations, progressive discipline guidelines, effective communication and interpersonal skills, etc. on a daily basis and/or as needed.
<b>12.</b>	Oversee subordinate staff (e.g., Treatment Team Supervisors, Office Technicians, Office Services Supervisor II, Associate Governmental Program Analyst, etc.) attendance (e.g., sick leave usage, vacation requests, etc.) by approving and monitoring, etc. in order to produce an effective workforce and maintain positive morale, etc. utilizing effective communication and interpersonal skills, basic supervision skills, State laws, rules and regulations, MOUs, Departmental policies and procedures, etc. on a daily basis.
<b>13.</b>	Establish, encourage, and maintain a cooperative working relationship among others (e.g., institution, parole and headquarters staff, Parole Board, and with outside agencies both public and private, etc.) in order to effectively communicate information/data, involvement in the treatment and training of youthful offenders, etc. utilizing effective communication and interpersonal skills, professional knowledge, etc. on a daily basis.

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<b>Task #</b>	<b>Task</b>
<b>14.</b>	Ensure staff and youthful offender involvement in various programs (e.g., employment programs, community and volunteer services, victim and restitution services, camps, Ward Labor and free venture programs, etc.) in order to provide opportunities for rehabilitation and restorative justice for the youthful offender, etc. utilizing effective communication and interpersonal skills, professional knowledge, creativity, laws, rules, regulations, Departmental policies and procedures, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
<b>15.</b>	Prepare various written documents (e.g., Budget Change Proposals [BCP], correspondence, bill analyses, memoranda, reports, etc.) in order to effectively communicate with others, request positions, submit data to management, etc. utilizing effective communication skills, databases, etc. as needed and/or directed by the Superintendent or appropriate Director within the Division of Juvenile Justice.
<b>16.</b>	Maintain healthy, safe, secure and sanitary living conditions by directing and/or monitoring the supply and warehousing operations, food preparation and service, maintenance operation, repair and maintenance of physical plant, coordination of day labor projects, fire protection, management of energy conservation, toxic substance containment, asbestos management programs, equipment repair and replacement, clothing issue and replacement, and laundry operations, etc. utilizing laws, rules, regulations, Departmental policies and procedures, etc. on a daily basis.
<b>17.</b>	Direct budgetary operations (e.g., preparation, revisions, control systems and maintenance of fiscal records, ward trust accounts, ward restitution accounts, ward canteen expenditures, personnel and payroll records, institution procurement and contracting, and fleet administration and replacement, maintenance, rental, and revenue collection for staff housing, etc.) in order to ensure effective and efficient operations within budgetary limits, etc. utilizing records, reports, audits, laws, rules, regulations, Departmental policies and procedures, etc. as directed by the State Administrative Manual (SAM) under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
<b>18.</b>	Act for the Superintendent and/or Assistant Superintendent in his/her absence in order to maintain continuity of facility operations, ensure safety and security, etc. utilizing effective communication and interpersonal skills, professional knowledge and judgment, laws, rules, regulations, Departmental policies and procedures, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.

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<b>19.</b>	Recommend the establishment or amendment of policies for statewide institution and camp regular and specialized programs (e.g., intensive treatment, specialized counseling, reentry, security, gang information coordination, new construction of facilities, ward and victim services, volunteer programs, labor relations, training, business services, and substance abuse, etc.) in order to ensure compliance with court orders, law changes, trends, etc. utilizing court decisions, consultation with management/experts, laws, rules, regulations, Departmental policies and procedures, etc. under the direction of the Secretary of California Department of Corrections and Rehabilitation or Chief Deputy Secretary of Division of Juvenile Justice, etc.
<b>20.</b>	Develop and maintain program standards and monitoring criteria to ensure compliance with court decisions, laws, rules, regulations, Departmental policies and procedures, etc. utilizing laws, rules, regulations, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
<b>21.</b>	Act as liaison with other departments and entities (e.g., media, state hospitals, etc.) in order to effectively communicate information, coordinate efforts and services, etc. utilizing effective communication and interpersonal skills, professional knowledge and judgment, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
<b>22.</b>	Represents the Department in formal or informal settings regarding legal proceedings, legislative hearings, act as a subject matter expert, negotiations, meetings, conferences, task forces, etc. in order to obtain and report information and/or represent the interest of the Department, to comply with court orders as an expert witness, etc. utilizing effective communication and interpersonal skills, professional knowledge, etc. as directed by the Superintendent or appropriate Director within the Division of Juvenile Justice.
<b>23.</b>	Conduct in-service training to staff in order to instruct staff on Departmental policies and procedures, new programs, on-going litigation, national trends, etc. utilizing professional knowledge and expertise, effective communication and interpersonal skills, etc. under the direction of the Superintendent or appropriate Director within the Division of Juvenile Justice.
<b>24.</b>	Initiate and/or recommend the employee progressive discipline process (e.g., verbal counseling, Employee Counseling Records [ECR], adverse action, etc.) in order to improve employee performance or address issues of substandard performance, etc. by utilizing various resources (e.g., MOU, SPB laws and rules, Departmental policies and procedures, etc.) as needed.
<b>25.</b>	Interprets and implements laws, rules, regulations, Departmental policies and procedures, etc. in order to comply with court mandates and the constitutional rights of youthful offenders, etc. utilizing professional knowledge, effective communication skills, etc. as needed.